



Health Professions Bureau
402 West Washington Street, Room W066
Indianapolis, Indiana 46204

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APPLICATION FOR NEW SPONSORSHIP

AS A CONTINUING EDUCATION PROVIDER

INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS

FOR OFFICE USE ONLY: _____ (Sponsor ID number)

Name of sponsoring organization

Street address of sponsor

City

State

Zip code

Telephone number of sponsor

Person responsible

Title of person responsible

IS YOUR ORGANIZATION APPROVED BY NAB? ____Yes ____NAB ID Number ____No

The following documentation must accompany this application:

1. Brief description of your organization, including organization philosophy and objectives and organization chart.
2. Brief description of the organization's background in continuing education and long term care education.
3. Sample of advertising brochure for your program(s) for health facility administrators.
4. Description of evaluation techniques that will be utilized. (attach sample)
5. How are evaluations utilized by your organization?
6. Sample of certificate to be awarded for completion of program.
7. Description of monitoring techniques utilized to verify attendance.
8. Description of record keeping system for continuing education programs to be offered and length of time records are kept.
9. Is attendance at your programs open to all health facility administrators? ____yes ____no
10. \$100 application fee for sponsorship. (Please see 840 IAC 1-2-6 attached)

Our organization agrees to periodic State monitoring of our programs at the discretion of the Indiana State Board of Health Facility Administrators: ____ Yes, we do agree. ____No, we do not agree

Date

Signature

Title

For questions about this application, you may contact the Board at 317-234-2051 or by e-mail at hpb6@hpb.in.gov. Please mail completed application and accompanying information to the Health Professions Bureau, 402 W Washington Street, Room W066, Indianapolis, Indiana, 46204.

TITLE 840
INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS

Rule 2. Continuing Education for Renewal of License

840 IAC 1-2-1 Continuing education: credit requirements

Sec. 1. (a) An H.F.A. who is not currently or previously licensed in another state, is not required to complete the continuing education requirements for the two (2) year licensing period in which the license was issued.

(b) An H.F.A. must complete at least forty (40) continuing education hours during the previous two (2) year licensing period.

(c) If an H.F.A. attends an approved program in another state with a mandatory continuing education requirement, the board will accept the approved hours.

(d) Continuing education credit may not be carried over from one (1) biennial licensure renewal period to another.

(e) The forty (40) hours biennial continuing education requirement shall not be increased or decreased unless this section is duly amended and all licensees are notified in writing at the date of license renewal that the following renewal will require an increased or decreased number of hours of continuing education.

(f) The continuing education requirement shall be satisfied by participating in programs that must be conducted by a board approved sponsor.

(g) Continuing education courses offered by accredited colleges are acceptable if the course content pertains to the practice of H.F. administration.

(h) Accredited college courses related to the practice of H.F. administration are acceptable forms

of continuing education. The following conversion will be used for continuing education credit:

(1) One (1) semester hour equals fifteen (15) contact hours.

(2) One (1) quarter hour equals ten (10) contact hours.

840 IAC 1-2-2 Verification of attendance

Sec. 2. (a) The H.F.A. shall retain copies of certificates of completion for continuing education courses for three (3) years from the end of the licensing period for which the continuing education applied. The H.F.A. shall provide the board with copies of the certificates of completion upon the board's request for a compliance audit.

(b) Approved continuing education sponsors must retain the attendance records for a period of five (5) years, during which time the board may request review of these records.

840 IAC 1-2-4 Approval of sponsor; responsibility

Sec. 4. (a) Sponsors of programs must file application with the board and be approved at least thirty (30) days prior to the date of the first presentation.

(b) The sponsor is responsible for monitoring attendance of programs in such a way that verification of attendance throughout the program can be reliably assured.

(c) Approval of a sponsor will be valid for a maximum period of one (1) year. All approvals expire on January 31 of each year.

(d) Under extenuating circumstances, the board may approve an application for a sponsor of continuing education programs which did not meet the thirty (30) day submission requirement. Such cases will be considered on an individual basis only.

840 IAC 1-2-5 Exemptions

Sec. 5. Licensees who fail to comply with this rule shall not be issued a renewal license, except for the following exemptions:

- (1) An H.F.A. who holds a valid license, but submits a statement from a physician or surgeon stating that the licensee is unable to practice due to illness or physical disability.
- (2) An H.F.A. on active military duty.

840 IAC 1-2-6 Persons exempt from fee

Sec. 6. (a) The Indiana state board of H.F.A. shall exempt the following from payment of a fee for continuing education sponsorship:

- (1) Any state or federal agency.
- (2) Any state funded school.

(b) Exemption from payment of a fee for continuing education sponsorship does not relieve the sponsor of any other requirements or duties prescribed by law.